

APPLICATION FOR REZONING / MAP AMENDMENT
or
ZONING TEXT AMENDMENT
or
SPECIAL USE(S)

Petition Number: _____

Date Filed: _____

Clerk of Council

Please type or print. If necessary, attach additional sheets to fully answer any of the following sections. Refer to Article I of the City of Savannah Zoning Ordinance for information regarding zoning map amendments and text amendments. The Zoning Ordinance is available for purchase from the Chatham County-Savannah Metropolitan Planning Commission or can be viewed online via the Internet at www.thempc.org. Applicants are encouraged to meet with the City Zoning Administrator or MPC staff for assistance prior to submittal. Incomplete applications will not be accepted for processing by the MPC until deficiencies are corrected. Submit the complete application to: Clerk of Council, City Hall, 2 East Bay Street, Savannah, Georgia, 31412.

I. GENERAL INFORMATION

Petitioner / Applicant Information *(Note: A signed, notarized statement of authorization from the property owner is required if the petitioner is not the property owner.)*

Name: _____

Address: _____

Telephone No.: () _____ Fax No. () _____

E-mail Address: _____

Property Owner Information, if other than the Petitioner

Name: _____

Address: _____

Telephone No.: () _____ Fax No. () _____

E-mail Address: _____

Agent Information, if other than the Petitioner or Owner *(Note: A signed, notarized statement of authorization from the property owner is required and must be attached if this section applies. If the agent changes after submitting the application and the agent is not the property owner, a new authorization form will be required).*

Name: _____

Address: _____

Telephone No.: () _____ Fax No. () _____

E-mail Address: _____

II. ACTION REQUESTED

(A) Check the Applicable Request

_____ Rezoning (Zoning Map Amendment) *[Complete (II-B & C) and (III)]*

_____ Text Amendment *[Complete Sections (II-B & D) and (III)]*

_____ Special Use *[Complete Sections (11-B & E) and (III)]*

(B) Application History

Have any previous applications been made to rezone the subject property, request a special use for the subject property, or for a similar text amendment?

Yes _____ No _____

If yes, please provide the MPC File Number(s): _____

(Note: In accordance with Section 8-3132(a)(1) of the Zoning Ordinance, an application for rezoning cannot be accepted if a rezoning petition for the same property was denied by the Mayor and Aldermen less than one year before the date of filing this application. Likewise, if a previous rezoning petition was not acted upon by the Mayor and Aldermen but was denied by MPC less than one year before the date of filing this application, the application cannot be accepted).

(C) Rezoning (Zoning Map Amendment)

1. Existing Zoning District(s) for the subject property: _____

2.

Proposed Zoning District(s) for the subject property: _____
(Note: Only one district should be proposed unless there is an extenuating circumstance. If more than one district is desired, please provide supporting rationale).
3.

Street address(es) of the subject property:

4.

Property Identification Number(s) (PIN) for the subject property including a legal description by lot, block and subdivision. If no legal description is available, provide metes and bounds description. *(Note: attach a boundary survey, recorded or proposed plat, tax map, or scaled plot plan to identify the property boundary lines. Survey, plat or map must show nearest public rights-of way).*

5.

Total acreage of the subject property:

6.

Provide existing land use(s) for the subject property (e.g., undeveloped, restaurant, auto repair shop, multi-family residence) and indicate whether the use or uses are intended to remain. Include adjacent property if owner(s) is/are the same as for the subject property.

7.

List all proposed land use(s). (Note: Refer to Zoning Ordinance Sections 8-3025(a) or (b), Land Use Schedules or see the list of allowed uses within the desired zoning district that is not included in the use schedule. If your proposed use is not listed, contact the City Zoning Administrator for a use determination. If the proposed use is a combination of uses such as warehouse with a retail showroom and outdoor storage, please describe the proposed operation). Include adjacent property if owner(s) the same as for the subject property.

(A)

- Text Amendment

1.

Identify the specific section(s) of the Zoning Ordinance sought to be amended by the section number.

a)

What is the existing text requested to be repealed, if any:

b)

What is the proposed text, if any:

2.

State the reason(s) for the text amendment:

- (E) Special Use(s)
- (Note: Only the PUD-IS, PUD-IS-B, PUD-M, and PUD-R zoning districts can be considered for “special use” approval. A special use within these districts is a use that is not listed as an allowed use for the district, but that may be considered for approval by MPC and the Mayor and Aldermen provided that the criteria in Section 8-3123(b) (1-11) can be met.)
- 2

1. What use or uses are proposed?

III.. Items Required to be Submitted with an Application for Rezoning (Map Amendment) / Text Amendment / Special Use

All applications must include the following items:

- a. A completed original application form plus one copy.
- b. A non-refundable filing fee of \$170 payable by check or cash. Make check payable to the "City of Savannah". Fee is subject to change.
- c. If the property owner will not represent the petition, a signed, notarized statement from the property owner authorizing the petitioner /agent to act on his behalf is required. In addition to items a-c, an application for a rezoning (map amendment) / special use must include the following:
- d. Disclosure of Campaign Contribution Form (to be filed within 10 days of filing this application).
- e. A legal description of the subject property either by deed, survey prepared by a licensed surveyor within the State of Georgia, or a tax parcel map.
- f. The MPC Graphics Division can provide the names of property owners within 200 feet of the subject property, address labels and a radius map identifying the subject property and the properties to receive notification of the petition. The MPC can also provide envelopes and postage. There is a fee for this service that is in addition to the application fee. The fee will vary depending on the number of properties within 200 feet of the subject property.
- g. If you prefer to obtain the name(s) and address(es) of the owner(s) of property within 200 feet of the boundaries of the subject property, visit the Chatham County Tax Assessor's Office located in the Chatham County Courthouse (133 Montgomery Street) or its Internet website at www.chathamcourts.org/assessor/. A Property Identification Number (PIN) must be given for each address. Also, if the physical address of the property owner is different from the address listed as being within 200 feet of the subject property, notification must be sent to the occupant. Provide these names and addresses on one sheet of paper.

Provide self-stamped, legal-size envelopes (#10 envelope, 4 1/8" x 9 1/2") in an equivalent number as the names obtained from the Tax Assessor's Office for both the MPC meeting and the hearing before the Mayor and Aldermen. (Please provide two sets of envelopes). If the envelope will contain a metered postage mark, please do not use the date stamp.

Applicant states that she/he has read, understands, and completed this application. Approval of an application for rezoning, text amendment, or special use approval district by the Mayor and Aldermen does not constitute a waiver from any applicable local, state, or federal regulations.

Signature of Applicant or Applicant's Agent

Date

Printed Name

CONTACT INFORMATION		
Clerk of Council	City Hall, 1st Floor or City Hall, 2 East Bay Street, Savannah, GA 31412	912-651-6442 (Phone) 912-651-4260 (Fax)
City Zoning Administrator	Gamble Building, 2 nd Floor or 6 East Bay Street Savannah, GA 31412	912-651-6530 (Phone) 912-525-1533 (Fax)
Metropolitan Planning Commission	State Street Parking Garage, Ground Floor or P. O. Box 8246 Savannah, GA 31412-8246	912-651-1440 (Phone) 912-651-1480 (Fax)

ADDITIONAL INSTRUCTIONS TO APPLICANT

1. The applicant and/or agent is encouraged to speak with the Zoning Administrator or MPC staff prior to submitting a map amendment / text amendment / or special use request.
2. If the project is a Development of Regional Impact (DRI), the project must first be found "in the best interest of the State" before a rezoning petition can be reviewed by the MPC. MPC staff will notify the applicant or agent when a request may be a DRI.

- 3. Submit the original application and a copy to the Clerk of Council. Faxed applications will not be accepted. The applicant or agent may include exhibits (e.g., letters or photos) to support the request.
- 4. Once the application is deemed complete, MPC staff will schedule the petition for review by the MPC and prepare a staff report and recommendation. The report will be mailed to the applicant or agent. A schedule of MPC and City Council meetings is attached.
- 5. If the petitioner desires to amend the application, the application on file with the Clerk of Council must be amended in writing by the person whose name appears on the initial application. The Clerk of Council will then notify the MPC of the change(s).
- 6. The MPC Board will make a recommendation to the Mayor and Aldermen regarding the petition. The MPC Board may approve, deny, or recommend an alternative to the request. The applicant will be notified of the date and time of the MPC meeting and City Council hearing.
- 7. The Mayor and Aldermen must have two meetings for the request. *Typically*, the applicant attends only the first meeting. If a motion is made to approve the request, a hearing (i.e., the first and second reading of the amendment to the Zoning Ordinance) will be held and the applicant *may* need to be present to answer any questions.
- 8. The applicant or agent should be in attendance at the MPC and City Council meetings. If no one is present to represent the petition, it may be denied.
- 9. Notification of the decision of the Mayor and Aldermen will be sent to the applicant or agent.
- 10. A pamphlet entitled "Rezoning" is available from MPC that provides more information regarding the zoning process.

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS
CITY OF SAVANNAH

The Conflict of Interest in Zoning Actions Act (O.C.G.A. Chapter 67A) requires that an applicant for a rezoning action (including special use approval) must disclose campaign contributions in the amounts of \$250 or more that have been made to local government officials who will consider the application. An applicant, a local government official includes the Mayor and Aldermen and members of the MPC Board. Agents, including attorneys, who may represent the applicant, must also disclose such campaign contributions.

In compliance with the Act, this form must be completed and filed with the local governing authority (i.e., the Clerk of Council) within ten (10) days after the application for the rezoning request is filed. Failure to comply with the provisions of this Act is a misdemeanor.

- 1. Within two years preceding the filing of this application, have you and your agent (if applicable) made a campaign contribution in the amount of \$250 or more to any of the local government officials?
Yes_____ No_____

If you answered "Yes", please complete Question 2.

A LIST OF THE MAYOR AND ALDERMEN CAN BE OBTAINED FROM THE OFFICE OF THE CLERK OF COUNCIL OR FOUND ON WEB PAGE www.savannah.ga.gov

MEMBERS OF THE METROPOLITAN PLANNING COMMISSION CAN BE OBTAINED FROM THE MPC OR FOUND ON THEIR WEBSITE @ www.thempc.org

- 2. If you checked "Yes" to Question 1, complete the section below.

CONTRIBUTION			
Name of Official to Whom Contribution was Made	Official's Position at time of Contribution	Date of Contribution	Description and Dollar Amount of Contribution

Signature of Applicant or Applicant's Agent

Date

Print Name

(File No. (OFFICE USE ONLY))